

JOIN OUR TEAM

Chief Financial Officer

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's *Chief Financial Officer*. The *Chief Financial Officer* for the City of Amesbury is responsible for the overall management and direction of the financial affairs for the City. The employee will provide leadership on matters including, but not limited to, financial administration, budgeting and reporting, and internal control.



Essential Duties and Responsibilities: *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Assumes full management responsibility for all finance department services and activities.
- Maintains the accounting and financial records in accordance with UMAS accounting system, Massachusetts general laws, and DOR rules and regulations.
- Ensures the City's financial statements are presented in accordance with Generally Accepted Accounting Principles (GAAP).
- Prepares Schedule A, Balance Sheet and all other required reports and assists in preparing the tax recap sheet.
- Approves payroll and vendor warrants and performs all other required duties of the *City Auditor*.
- Spearheads the City's entire appropriation budget; develops priorities in partnership with and as an advisor to the Mayor, guides department heads through the budget process, collaborates with Communications Director on the budget book.
- Reviews, updates and revises the City's multi-year Capital Improvement Plan.
- Coordinates activities relating to City borrowing including periodic meetings and discussions with bond rating and state agencies.
- Develops and reviews financial policies and best practices, oversees internal and external auditing activities.
- Oversees accounting and preparation for the annual internal and external audits; selects and coordinates efforts of external auditors.
- Recommends and administers financial policies and procedures across City government; evaluates departments budgets in comparison to actual spending.
- Performs analysis and conducts research into financial related matters before the City.
- Oversees and manages the compilation of financial and statistical information for financials, bond issues, debt projects and payment schedules.
- Manages the development and implementation of department goals, objectives, written policies, priorities, and internal controls.

- Plans, directs and coordinates the work plan for the Finance and Administration department , assigns projects and programmatic areas of responsibility, reviews and evaluates work methods and procedures, meets with staff to identify and solve problems as necessary.
- Creates and establishes accounting for monies received by and paid from the City; maintains accurate records, internal controls, and balances and guides budget appropriations.
- Reviews and audits all state and federal grants, including but not limited to ARPA funding.
- Provides sound financial advice to the Mayor, City Council, and other staff as required.
- Compiles the Comprehensive Annual Financial Report.
- Attends and presents regularly before the Amesbury City Council as required by the Mayor.
- Other duties as assigned and required.

Supervision Exercised: The Chief Financial Officer coordinates and oversees the Assessors, Finance and Administration, Treasurer/Collectors, Information Technology, and Human Resource departments. The CFO serves as an Ex-Officio member of the Retirement Board.

Nature and Purpose of Relationships: The employee must have the ability to establish and maintain highly effective working relationships with the Mayor, City Council members, other elected officials, committee members, department heads, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of performing job duties.

Minimum Qualifications:

Education: Bachelor's Degree and minimum of seven (7) years of work experience in the field of municipal finance. Master's Degree preferred; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses: Massachusetts Municipal Auditors & Accountants' Association Certified Government Accountant.

Required Skills and Qualities:

Knowledge: Knowledge of local, state and federal laws and regulations pertaining to municipal employees and municipal finance; knowledge of City department operations and services. Knowledge of payroll operations and regulations.

Abilities: Ability to effectively manage and engage staff. Ability to supervise or delegate projects; ability to plan, assign, motivate and supervise. Ability to prioritize. Ability to respond effectively to constant changes in work demands. Ability to develop, implement and monitor the effectiveness of a wide range of employee services and programs. Ability to manage multiple tasks in a detailed and accurate manner. Ability to foster and support a learning environment within a diverse workforce and promulgate best practices for inclusion and equity. Ability to maintain a high level of confidentiality. Ability to work closely with City departments.

Skills: Excellent work ethic. Excellent written and verbal communication and listening skills. Skilled public speaker and effective small-group facilitator. Tactful, discreet, and compassionate strategic thinker. Mastery of all standard office software systems.

Work Environment and Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 20 lbs. is required.

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

- Full time, 35 hours per week
- Salary \$100,000 - \$120,000 per year
- Level 18 / Exempt
- Health, dental and vision insurance
- Retirement plan
- Paid time off
- Professional development opportunities

To apply, please email a cover letter and resume to:
Heather Worrall, Human Resources Coordinator, City of Amesbury
worrallh@amesburyma.gov
To remain posted until filled.